

CHAPTER 5

RELEASE AND RECEIPT OF MATERIEL

A. GENERAL

1. The *Issue Release/Receipt Document*, **DD Form 1348-LA** ^{1/}, and the optional APL are prepared by the supply/shipping activity. These documents are used for selecting, packing, shipping, and receiving materiel. They are also used as a record of receipt transaction and/or the data source for preparation of other documents. The **DD Form 1348-1A** is mandatory and the APL is optional for all shipments to DoD customers, including FMS and contractors, from DoD and GSA shipping activities.

2. The **DD Form 1348-1A** may be manually or mechanically prepared and will contain data elements prescribed herei-n for the variou-s types of transactions.

3. Use of carbonless paper for **a preprinted DD Form 1348-2A** is authorized at the option of the Service/Agency.

4. For the DD Form 1348-1A ^{2/}, see appendices A26 through A30 . There are two methods for generating the form:

a. Preprinted form. Data entries will be made by automated printers, typewriter, or handscribed (see appendices A26 through A30) .

b. Non-preprinted form. When this method is used, the form and data are printed simultaneously **and** will contain the prescribed data elements.

^{1/} *Effective 1 Nov 91, the DD Form 1348-1A, Issue Release/Receipt Document, became the primary document to issue, release, and receive materiel; however, you may continue to use the DD Form 1348-1, DoD Single Line Item Release/Receipt Document, until all stocks are exhausted.*

^{2/} *See appendix A3 for a preprinted DD Form 1348-1.*

5. The preprinted DD Form 1348-1A is 8-1/2 inches long (side to side) and 5-1/2 inches high (top to bottom) . When printed on plain stock paper using laser, thermal transfer, ion disposition, cold fusion, or other similar nonimpact printers, the size may vary within a range of. 7-3/4 to 9 inches long and 4 to 5 inches high (with one-sixth inch tolerance) . When such print technology is used, the **in-the-clear/human-readable** data must be easily read. Margins of one-fourth inch and outside lines are preferred, but may be eliminated to the extent that the DD form number is not sacrificed. When printed three per 8-1/2- by 14-inch sheet of paper, the originator of the form, shall ensure the form, spacing, size, and data entered thereon are legible and capable of being interpreted by a LOGMARS scanning device. Block numbers are provided for data entry. Data to be entered in the data blocks are shown in appendices C45A and C46A. Block 27 will contain all additional data and in-the-clear text that may be required and is not shown elsewhere on the form. The in-the-clear text may be **used** with the bar coded information for those activities possessing bar coding capability. The paper may be any color that provides a minimum bar code contrast signal as specified in MIL-STD-1189 (reference (ss)) .

6. The three of nine bar code, as defined in MIL-STD-1189 (reference (ss)), is established as the standard **symbology** for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This **symbology** will be applied in accordance with MIL-STD-129 (reference (w)) unless otherwise authorized. When bar coding is contained on the DD Form 1348-1A, all record positions of data elements that will be bar coded, will contain a bar code character even if the position was blank on the source document.

7. **Automated Packing List.** When the APL is not produced, a copy of the **DD Form 1348-1A** will be used for this purpose and will be placed inside the packing list envelope securely attached to the outside of the shipping container; on multiple container shipments, the **DD Form 1348-1A** will be placed inside a packing list envelope securely attached to the outside of the No. 1 shipping container. The APL will contain, at a minimum, the prescribed data elements outlined in appendix A31.

B. **DOCUMENT DISTRIBUTION**

Actual copies utilized, other than the original and first carbon copy, will be at the option of the individual S/A. See figures 5-1, 5-3, and 5-4 for the distribution of the documents.

C. ISSUES FROM SUPPLY SYSTEM STOCK/DEFENSE REUTILIZATION AND MARKETING OFFICE/REQUISITIONS FOR LOCAL ISSUE FROM DEFENSE REUTILIZATION AND MARKETING OFFICES

1. The **DD Form 1348-1A** may be prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DRMO (DRMS-directed issues from the DRMO). The requisitioner may also use this format when hand carrying requisitions for local issue from the DRMO. Minimum data entries are outlined in **appendix C45A for the DD Form 1348-1A** ^{3/}.

2. In order to accommodate the various distribution systems and equipment, the **DD Form 1348-1A** provide blocks for entry of other data **as shown in appendix C45A**.

D. RETURNS TO STOCK AND TRANSFERS (EXCLUDING TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES)

1. In addition to the release of materiel for shipment based upon a requisition, other occasions necessitate release of materiel for shipment based upon other situations, such as the following:

- a. Materiel returns from base to depot.
- b. Base-to-base movements.
- c. Retrograde or lateral system movements.

2. The same documentation and distribution thereof prepared in the same number of copies as prescribed in figures 5-1 or 5-3 will be used to accomplish returns and transfers. Entries will be as shown in figure 5-2 or 5-5 for all DLA and inter-S/A transactions.

3. For intra-S/A use, the data prescribed in figures 5-2 or 5-5 must be entered. Other entries may be prescribed by the S/As concerned; however, any such entries must relate to the columnar and/or block headings indicated in the form.

^{3/} See **appendix C45 for data requirements applicable to the DD Form 1348-1**.

E. TRANSFERS TO DEFENSE REUTILIZATION AND MARKETING OFFICES

Use *the DD Form 1348-1A* as the DTID for all transfers to DRMOs. See **appendix C46A** for entries that are required for single line item turn-ins.

<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
Original	supply - Retained copy by the distribution point (shipper). 4/
One Copy	Transportation - Retained copy by the distribution point (shipper) . 5/
Two Copies	Consignee - With materiel." One copy must be the first carbon copy to ensure legibility. 6/
One Copy	Consignee - Attach to outside of No. 1 shipping container after use for picking, packing, and item identification.
One Copy	For shipments to DRMO, this copy will accompany the materiel.

-
- 4/ Mechanized activities having automated proof of shipment capability may forward the original copy to the consignee with the advance GBL when not required locally for other purposes.
- 5/ When the shipping activity has a method to accumulate the data therein through use of ADPE, this copy will be destroyed after data has been accumulated, if it is not for audit purposes.
- 6/ On single line item shipments these copies will be included with the materiel placed in the No. 1 shipping container. On consolidated shipments these copies will be attached to the shipment pack applying to each individual requisition and placed inside the shipping container(s) . In the event the storage container is used as the shipping container, it will not be opened for the sole purpose of inserting the consignee copies. In this instance, the copies will be placed inside the packing list envelope and attached to the outside of the No. 1 container.

Figure 5-1. Distribution of DoD Single Line Item Release/ Receipt Document .

(RESERVED)